

Corrected Timecard Processing

Purpose

This guide is for completing corrected timecards in webTA.

Definition

The time and attendance report, also referred to as the “timecard,” is the basis for reporting hours of work and leave used. A corrected timecard is necessary to change a timecard that was previously submitted.

**Completion
Deadline**

In order to be processed with the current pay cycle, all corrected timecards must be certified by 9:00 p.m. Eastern time on Wednesday following the end of the pay period. Corrections certified after this time will process with the next pay cycle.

**Timekeeper
Procedures**

Step	Action
1	Initiate the corrected timecard. <ul style="list-style-type: none">• Choose <i>Correction</i> from the webTA menu.• Select the pay period you need to correct.• Make the necessary changes to the timecard.• Review the employee’s summary page for accuracy.• Validate the timecard. Review any warning messages to determine if further action is necessary.
2	Notify the supervisor when the corrected timecard is ready for certification.

**Certifier
Procedures**

3	Select the correction card from the <i>Select Employee</i> window. The correction card is denoted with a (C) beside the pay period.
4	Click on <i>View/Certify T&A</i> to review the employee’s summary page. Certify the timecard if it is correct. Contact the timekeeper if changes need to be made.

**For more
information**

Email Payroll@bpd.treas.gov or call one of the contacts listed below:

- Headquarters and West Point: Theresa Sayger, 304-480-8266
- All other Mint locations: Terri Walker, 304-480-8263